

Job Number	FY04-0017	PayPlan/Series	0525
Position Title	Accounting Technician – Fixed Assets	Grade	NF-3
Organization	266th Finance Directorate	Salary	\$23,794-\$30,931 per annum
Duty Station	Fixed Assets Accounting, 266 FC, Bldg. 4242 Tompkins Barracks Schwetzingen, Germany	Opening Date	17 FEB 04
		Closing Date	23 FEB 04
Area of Consideration	<p><i>All US Citizens in or relocating to the commuting area.</i></p> <p>Qualified applicants will be considered for vacancies in the following order:</p> <ol style="list-style-type: none"> 1. Spouse Employment Preference (SEP) – must attach a copy of sponsor's travel orders to your application. 2. Involuntary Separated Military (ISM) 3. Family Members (FM)- must attach a copy of sponsor's travel orders to your application. 4. Current and former employees (CNE, CNE/APF, FNE)- former NAF employees are within 36 months of separation. 5. Outside applicant veteran (OAV)-must provide DD Form 214. 6. Outside applicant non-veteran (OANV) 		
Duties	<p>Performs a variety of accounting duties involving the maintenance, verification and reconciliation of records and ledgers required for the processing of fixed assets. Technician is responsible for processing documents into the system, reviewing, system output for accuracy, and for balancing subsidiary accounts to the general ledger. General journal entries are prepared as required. Prepares various schedules on a monthly basis. Miscellaneous duties are performed as required.</p>		
Qualification Requirements	<p>Applicant must have 1 year of double-entry accounting experience equivalent to the next lower level (NF-525-3 or GS-525-6). Education may substitute for experience. Three semester hours of college-level Accounting from an accredited institution are equivalent to 1 year of accounting experience. Six semester hours of college-level Accounting from an accredited institution are equivalent to 2 years of accounting experience. (Principles of Accounting I or above)</p>		
Schedule	<p>Regular Full-Time Hours, Monday – Friday (40 hours per week) ***Temporary Position not to exceed 180 days***</p>		
Conditions of Employment	<p>All applicants should submit NAF Application and supplemental forms. Current NAF Employees not serviced by the 26th ASG NAF Personnel Office are required to include their most recent Performance Appraisal. Please include copies of post-high school transcripts, as proper credit cannot be given without them. Former military must include a copy of DD Form 214 showing nature of discharge (Member 4 copy). Military spouse/family member preference (for positions at the NF-3 level and below): in order to claim this preference you must request it in writing and attach a copy of sponsors travel orders to your application. If you accept an Appropriated Fund (GS/WAG), Nonappropriated Fund (NF,NA, NL, NS) or AAFES regular or flexible job (exceeding 1 year), you have effectively used your spouse preference. This is true even if you did not request the preference at the time you applied. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor. You must submit a proof of college degrees, trade school certificates, training certificates, or professional accreditation for consideration in hiring.</p>		
Special info	<p>All new U.S. employees will be required to have electronic deposit of pay to a financial institution.</p>		

**RELEASING
AUTHORITY:**

M. CHRIS MOONEY, Director, NAF Directorate

SELECTING OFFICIAL: JOHN SHAW, Fixed Assets Chief